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The Dying Nonprofit Sector

Marie Malardo presented this paper to the plenary session of the Fall 1995 MARAC Conference held at Wilmington. It is reprinted here with the permission of the author.

This is the first time I have been asked to address an audience of archivists. Usually I am before groups of museum people, and because I am a lawyer we invariably talk about such practical subjects as title, theft, copyright, and loan agreements. But today I am delighted to be before archivists because I have something special to ask of you, and after I explain what it is I hope you will be interested in helping.

Over the last few years I have had a growing fear that in this country we are rapidly losing one of our most unique and precious institutions, and I believe that most people won't even recognize the loss until long after the demise. As archivists you can at least see that records are kept on this noble but fading institution so that someday, maybe generations from now, it might have a line or two in the history books. The institution I am talking about is our nonprofit sector. Many of you work in the nonprofit sector, and all of you interact with that sector in your daily lives. But I am willing to wager that not many of you can tell me much about the sector other than the fact that it enjoys some tax advantages.

We have in this country some 1.1 million nonprofit organizations and they control a tremendous amount of our national resources. If one goes to a foreign country the museums you tour are quite probably a part of the government, as are the opera houses, the universities and the hospitals. If you are desperate for legal help in that foreign country you won't find a legal aid society to give you some direction, your only choice will be to hire a lawyer. Nor will you find a Chamber of Commerce or Better Business Bureau to hear your complaints. Nor will you find numerous organizations dedicated to saving the environment, protecting animals, and serving the less fortunate. Why is it that the United States has this huge third sector which other countries seem to do without? Certainly we do not maintain this "third" or nonprofit sector just so we have a place to dispense tax advantages. It is because we have failed to think more deeply about why we have a nonprofit sector that we now find that sector in disarray—attacked from all sides, it seems., and unable to do much more than frantically grope at any means for survival. What has gone wrong?

Only recently have academics begun to give attention to the issue of justifying the nonprofit sector, a sector that has its seeds in the earliest days of our country. In those early years people voluntarily joined together to take on projects that would help their communities and this led to the practice of creating privately-supported organizations that were devoted to public purposes - the beginnings of our nonprofit sector. Today we have a variety of explanations as to how this sector developed over the years and heated discussion over whether the sector as we now know it should continue to be supported. While viewpoints differ certain arguments supporting the existence of the nonprofit sector are generally accepted. I will describe these arguments because each has practical applications for us today. If we think about these arguments they help us understand why the nonprofit sector is now adrift. They illustrate that over the past decade or so a lot of nonprofit activity has been undermining the very foundation stones of the nonprofit sector.

The first argument in support of the nonprofit sector is that the sector fosters diversity. If, for example, like most nations we looked primarily to government for support of cultural endeavors we would have to expect that policy-making on cultural issues would conform to prevailing majority views. Government, at least democratic government, responds to the values of the majority and government can promulgate only one standard at a time. Accordingly, those holding new

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or relatively unpopular ideas are at a disadvantage when seeking avenues of expression. But, when cultural endeavors are fostered by a nonprofit sector the situation is substantially different. Any group can start a nonprofit organization and solicit support. Thus, the sector provides a voice for minority groups, for new ideas and for criticism of accepted practice. It provides a voice for the outrageous and for matters that are forbidden to government. In a word, the nonprofit sector affords a means for real diversity, a benefit that cannot be duplicated by government.

A second argument in support of the nonprofit sector is that in certain areas the sector encourages greater quality of service or product. In our capitalistic society nearly everything is measured in economic terms. Is it efficient? Will it pay for itself? Will it make money? These are inevitable questions. But experience tells us that some endeavors deemed essential to the fabric of our society are thwarted by the marketplace. In other words, if the economist's bottom line must be met these activities will either fall by the wayside or be compromised. For activities of this nature the nonprofit sector provides a supportive atmosphere. The nonprofit sector can judge success in terms of quality or uniqueness of product or service, not be measuring the bottom line, and hence it provides a home for those endeavors that warrant protection from the rigors of the marketplace. Thus the nonprofit sector encourages quality and special services for their own sake, a benefit not found in the for-profit sector.

A third argument in support of the nonprofit sector is that the sector encourages personal participation in the betterment of society. Volunteerism, that very strong American tradition I mentioned earlier, is at the heart of the nonprofit sector. One cannot reach out and lend assistance without being reminded of the importance of community, without being reminded of the fact that though we are all individuals we all depend on society. The nonprofit sector offers fertile ground for even the faintest desire to do something for the benefit of society, and thus, it offers opportunities not found in our other sectors for personal growth and the improvement of society.

If we accept the arguments that diversity, quality for its own sake, and opportunity for personal contribution to society are substantive reasons for justifying our society's support of a large nonprofit sector, then let us look at how these justifications for support have been fostered over the last few decades.

Rare is the nonprofit organization today that does not clamor for more government grants or subsidies. But what about the diversity component of the nonprofit sector that depends on the sector's relative freedom from government fiscal control? In the continuing debate over what we can call Mapplethorpe—type situations millions of dollars are being spent arguing the pros and cons of government support for the arts. What is most disturbing in controversies of this sort is a failure to underscore the importance of strengthening incentives for private support so that the nonprofit sector has a more secure base for effectively carrying out its role as the means for diverse expression. If we argue on the one hand that the nonprofit sector is

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here to shield us from the "oneness" of government - from what is politically popular or unpopular at the moment - how can we clamor on the other hand for more financial ties to government. Are we not encouraging the emasculation of the nonprofit sectors?

Let us look at the quality argument. We have so many cultural and educational organizations today touting themselves as heavy players in the tourism business, or frantically packaging solicitations for corporate sponsorships that are music to marketing department ears. So much for the argument that we need this third sector so that certain activities can be protected from the pressures of the marketplace. Nonprofits are deliberately moving more and more into entrepreneurial ventures. And then nonprofits fret and wonder why the I.R.S. keeps trying to differentiate between "related" and "unrelated" business income and ugly local tax authorities want to withdraw property tax exemptions from nonprofits because of businesslike activities. Can nonprofits logically argue that they need these traditional tax benefits so they can pursue their missions without having to compromise themselves in the marketplace, and yet insist that they can dabble at will in the marketplace with impunity?

And lastly, we have volunteerism. We have argued that the nonprofit sector fosters personal growth because it provides opportunities for unselfish sharing of our money and talents. Today nonprofits seem more concerned with what benefits they can offer to entice people to give time or money. How many tote bags, how many discounts in the gift shop, how many parties can be offered? How many convoluted gift arrangements can be dangled before potential donors. Nonprofits today don't ask for volunteer assistance in many cases, they bargain for it. And look at the relationship today between nonprofits and the business world. Years ago we had what we called corporate philanthropy Corporations, as concerned citizens, made periodic donations to nonprofits. In return they received a discrete and sincere "thank you". Today it is very evident that marketing goals overlay just about all corporate interaction with nonprofits. Even if a "contribution" is being discussed, the corporation wants to know how the gift will further its marketing goals, how it will enhance the image it hopes to protect, and whether the audience of interest to the corporation will be reached. And, of course, there is the really big question; How big and how frequently will the corporate name appear in publicity about the gift? These are the usual criteria for a "contribution." When a corporation talks "sponsorship" one goes to the new level. Let me quote from a recent article by a senior officer of a major corporation.

> "A sponsorship is different. Sponsorships are much more focused on marketing and sales. When someone comes to us with a request to sponsor an event, we're looking for heavy exposure of our logo. We want to build our brand. We want to enhance our market position. We are seeking to help build earnings. Often, we want to use sponsorships for customer entertainment, so the sponsorship has to be relevant and attractive to our customers."

What are we doing to our very American tradition of volunteering — a of giving freely of ourselves to better our society — *a tradition that is the essential component of our nonprofit sector*? When people no longer want to give freely of their time, and when individuals and corporations come to expect some "quid pro quo" for their support then the nonprofit sector has no future as a unique force in our society. It has lost its independent support. It must die or become beholden to government and/or business. If the latter happens, the next logical questions are: Why have this third sector at all if it can offer only what government and business choose to support? Why not let government and business do it all?

To summarize, because we have failed to give thoughtful attention to what nonprofit status means we are constantly undermining the justifications

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Of Mailing Times and Deadlines

There has recently been a significant change in the way the *Mid-Atlantic Archivist will* be distributed. Beginning with the spring 1995 issue, each spring and fall issue will be sent to members via first class mail. The purpose of this change is to ensure that members receive information on MARAC meetings in plenty of time to plan their attendance, something which often did not happen when all issues were delivered fourth class. For now only the spring and fall issues are affected; the summer and winter issues will continue to go the regular fourth class route.

The editors want to encourage continued contributions to the newsletter. Our deadlines for the four year issues remain March 1, June 1, September 1, and December 1. We can accept material up to the 10th of each month but submissions received after the 10th will not make it to publication. We do appreciate the input we have received in the past and hope that it will continue in the future or even increase.

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that support the existence of this very important third sector of our society. The results we are seeing today are these:

* Nonprofit organization are pulled in so many directions that mission has become secondary to survival, and

* As the lines between the sectors become more blurred the nonprofit sector is losing its reasons for being.

What can be done? I am not saying here that there should be no interaction between nonprofits and government or between nonprofits and business, or that nonprofits should not encourage and thank those who contribute time and money. What I am saying is that nonprofits cannot make informed decisions about what those interactions should be, and the extent of the interactions, if they don't consistently keep in mind why they are part of a separate sector. And these are some of the points they need to keep in mind.

1. A nonprofit's financial base should be sufficiently diverse so that it is not beholden to government or to the for profit sector especially with regard to the manner in which the organization carries out its core activities.

2. A nonprofit should be sure that its fund-raising efforts reinforces the importance of true philanthropy. Anything represented to be a contribution should be clearly that, with the donor receiving only modest expressions of gratitude that in no way provide substantial benefits to the donor.

3. There should be recognition of the fact that one cannot just dip a toe into the commercial world if the objective is to make substantial money. The market place is about ever escalating competition and doing what is necessary to make a profit. A nonprofit cannot effectively participate in such an environment for long and claim to retain a nonprofit mentality.

4. A nonprofit should never lose sight of its mission and the segment of the public it is supposed to serve. If it does, it has lost its base for both financial and moral support.

These are essential points that should be guiding our nonprofit sector. They certainly are not even given lip service by most nonprofits today.

It is fairly obvious that I am not too optimistic about the future of the nonprofit sector. Government will always be with us and our country is built on capitalism so the business sector is secure. But the nonprofit sector is fragile. And as I said in the beginning, that sector could die and most of us would not even notice until it was too late. That is why I am asking you, as archivists, to at least note the sector before it fades away. Be sure we have some records of what it was in its grander days. If you are so inclined you may even want to help keep the sector alive. Improvement in the situation cannot happen quickly. It involves a great deal of public educations. (How much did any of us learn in school about the nonprofit sector?) First it means educating yourselves and then others about why we have the sector. It means continually judging decisions made by or about nonprofits In light of the justifications for having the sector . It means thinking more profoundly about appropriate means of support for the sector. It means thinking more profoundly about the quality of governance we should insist on for the sector. All of this is slow and, at times, discouraging work, but the nonprofit sector is the one part of our society that makes us truly civilized. Anything we do to help revitalize it is worth the effort.

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Archives for the Next Century

MARAC Comes to College Park, Maryland May 2-4, 1996

College Park welcomes MARAC to Springtime in suburban Washington, D.C. Amidst the beauty of azaleas and dogwoods, conference goers will also find themselves surrounded by a remarkable variety of archives—Archives II, the University of Maryland at College Park Libraries, the Center for the History of Physics, the George Meany Archives, and the National Agriculture Library are all within three miles of the conference hotel—in a county celebrating its three hundredth birthday! To salute the tricentennial of Prince George County, attendees can explore historic landmarks of the area on a variety of tours organized by the Local Arrangements Committee. On perhaps the most unusual tour, participants can pursue the route of John Wilkes Booth fleeing capture after he assassinated President Lincoln.

Topping the offerings of **archives tours**, MARAC's own archivist, Lauren Brown, has invited conference goers to register for a "MARAC Birthplace Tour." On this free, Thursday evening tour of the University of Maryland Libraries' Archives and Manuscript Department, participants will see where MARAC began and where its archives reside—among other important archival holdings including the papers of Maryland's own Spiro Agnew.

On Saturday, the University of Maryland opens two other special collections for a MARAC tour. Because both collections reside in the Hornbake Library, conference goers are invited to register to tour both the **Music Special Collection** and the **National Public Broadcasting Archives.** Music Special Collections feature such highlights as the **International Piano Archives** and the **Coopersmith Collection of Handelania.** Nearby, tour members will find the National Public Broadcasting Archives of the major entities of *non-commercial* broadcasting in the United States complemented by the **Broadcast Pioneers Library** that documents American *commercial* broadcasting industry.

Is anyone still eager to **tour ARCHIVES II**? Friday night's grand reception will give you that opportunity. A variety of departments will open up for "insiders" tours. Between tours, attendees can enjoy refreshments and a classical music trio in ARCHIVES II's cafe and lovely outdoor patio.

The program committee has provided a rich offering of workshops and programs. The archivist grappling with technology for "The Next Century" as well as the "Lone Arranger" will find much of interest. National Archivist John Carlin has graciously agreed to provide the key note address; and Louis Goldstein, Maryland's long-time comptroller and colorful speaker, will entertain at luncheon.

Conference goers will find the Holiday Inn accessible by car (there's plenty of free parking) and by public transportation, with a free shuttle to the metro and a short taxi ride from the New Carrollton Amtrak station. For those flying in by biplane, keep in mind that the Wright Brothers laid out the College Park Airport, the world's oldest and still operating! Join us for the best of Spring in archives-rich College Park.

Please note: Registration will be held during the following times: Thursday, May 2: 8 a.m. to 7 p.m., Friday, May 3: 7:30 a.m. to 6 p.m., and Saturday, May 4: 7:30 a.m. to 12 noon.

For further information, contact local arrangements co-chair, Yvonne Carignan by phone or E-mail: (301) 405-9346; yc38@umail.umd.edu.

MARAC MEETINGS

Spring Meeting 1996
College Park, Maryland
May 2nd - 4th (tentative date)

Fall Meeting 1996
Wilmington, Delaware
November 7th - 9th

Spring Meeting 1997
Charlottesville, Virginia
May 1st-3rd

Fall Meeting 1997
Wilmington, Delaware
November 6th - 8th

State & Local News

DC

The DC Caucus will hold its next meeting at 3:30 pm on Wednesday, April 17th, at the Episcopal High School of Alexandria where Sara Stone will discuss her accomplishments in fulfilling a contract to establish an archives for the school. Other Caucus functions have included an October update by Page Putnam Miller on happenings in Congress vis-a-vis the world of archivists and historians, a December visit to Tudor Place in Georgetown (home of Martha Washington's descendants), and a February visit to The Washington Post.

NJ

The Conservation Center for Art and Historic Artifacts, the New Jersey State Archives, the New Jersey Historical Commission, and the New Jersey Caucus of MARAC co-sponsored a one-day workshop, "Instituting a Conservation Environment Monitoring System," in Trenton, NJ on Monday, March 11. Instructor, William P. Lull, Principal and Senior Environment Consultant, Garrison/Lull, Princeton Junction, NJ, and Adjunct Associate Professor of Building Technology, New York University.

Lull presented the rationale, techniques, and equipment used to monitor the critical environmental conditions for cultural collections. This workshop, partially funded by the National Endowment for the Humanities, will be repeated in 1996 and in 1997 at other Mid-Atlantic sites. The School of Communication, Information and Library Studies, Rutgers University, will grant credit for this course for those earning the Certificate in Preservation.

Registration, including box lunch and materials: $50.00. For further information and a registration form, contact Ann Craddock, Preservation Services Representative, Conservation Center for Art and Historic Artifacts, 264 South 23rd Street, Philadelphia, PA 19103.

NY

The annual meeting of the Lake Ontario Archives Conference (LOAC) will be held June 14-15, 1996 at St. Rose College in Albany.

PA

Philadelphia Electronic Records Project—Phase I Update

The Philadelphia Electronic Records Project (PERP) is a two-year, National Publications and Records Commission (NHPRC)-funded effort to promulgate standards and exercise control over electronic records *and* electron record systems created by the City of Philadelphia. The work of the PERP is accomplished by a cooperative working groups, the Electronic Records Group (ERG).

The ERG has been meeting weekly since March 1995 to both receive training in and to discuss electronic records management issues and develop appropriate policy recommendations that can be issued to City government agencies.

★★

Philadelphia Information Locator System

In early 1995, the Philadelphia Department of Records and the Free Library of Philadelphia received a grant from the U.S. Department of Education through the Pennsylvania Commonwealth Libraries, to create a Philadelphia Information Locator System (PhILS). This system will be a means of providing information about Philadelphia City government. The grant, on which work began in late May, is expected to be funded through 1996.

PhILS is being built and will be made available using the technology of the World Wide Web. The system will consist of a directory structure leading to information about all agencies in City government. Public access to the PhILS will be provided to the citizens of the City of Philadelphia through the Free Library, which is providing the computers and software necessary for public access to the Internet.

★★

Clean and Safe Streets: The Evolution of the Philadelphia Department of Streets

On October 11, 1995, the Department of Records and Department of Streets jointly opened an exhibit on the history of the Department of Streets and its various divisions, entitled *Clean and Safe Streets. The Evolution of the Philadelphia Department of Streets*. Over 100 people attended the opening, which was highlighted by remarks given by Lawrence M. My, Commissioner of Streets, and commentary by Edmund N. Bacon, former Executive Director of the Philadelphia City Planning Commission.

The exhibit can be viewed weekdays from 8:00 a.m. to 6:00 p.m. in the concourse level of the Municipal Services Building, 1401 John F. Kennedy Boulevard and will be on display until September 1996. The exhibit can be accessed via the World Wide Web at http://exhibit.philadelphia.net.

VA

The Library of Virginia has initiated several digitization projects that will soon provide new and more modern methods of finding materials in the Library's extensive collections. The new finding aids and image databases utilize technologies in digital imaging and document preservation, resulting in more efficient and more extensive access to library materials than currently available. Records and collections to be made available include the card catalog, Land Office records, Virginia Colonial Records Project survey reports, Bible records, Signal Corps photograph collection, and map collection. Visit the Library of Virginia's Web site at http://leo.vsla.edu.lva.lva.html.

★★

The Virginia Historical Society announces the publication of Documenting Women's Lives: A User's Guide to Manuscripts at the Virginia Historical Society, compiled by Gail S. Terry, Ph.D. The Guide was published under a grant from the National Endowment for the Humanities.

★★

Representatives from the University of Virginia, the College of William and Mary, and the Virginia Historical Society attended a meeting of the South Atlantic Working Group - Subject Headings, held March 13, 1996, at Duke University, Durham, NC. This informal organization is endeavoring to increase indexer consistency for applying subject headings to antebellum and Civil War South collections by developing a union list of subject headings incorporating scope notes and application protocols.

★★

The Virginia Caucus met March 15, 1996, at Episcopal High School, Alexandria, Va., where Sara Stone, Episcopal's archivist, was host. Featured were an update on the new Library of Virginia building and the reorganization of the Library administration and its effect on the agency's archival mission. The guest speaker was Conlee Edwards, State Archivist. Also featured was an overview of the VIVA project by Betsy Pittman of Virginia Commonwealth University.

★★

The Virginia Historical Society hosted a symposium entitled "The Story of Virginia: Getting to the Sources," April 18-19, 1996. The conference was aimed at teachers, museum curators, archivists, and others whose job is to interpret the past as a means to educate the present, and included among the presenters many alumni from the Society's Mellon Research Fellowship program.

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National & Regional Associations

The semiannual meeting of New England Archivists (NEA) will be held, in conjunction with the New England Chapter of the Museum Computer Network (NEC/MCN) on April 26-27 at Babson College in Babson Park, Massachusetts.

The meeting will include four sessions directly relating to automation issues. A session on electronic records will examine the partnerships archivists must develop, including those with organization personnel outside the archives traditional sphere, such as university business administrators and municipal governments, in order to address effectively electronic records issues. A session on automated finding aids will present two different approaches to electronic access, one using the MARC AMC Format and the other using Standard Generalized Mark-up Language (SGML), and will also present an overview of what SGML is and how it works. A roundtable session on the ethics of electronic access will allow archivists and curators a forum to discuss the different ways in which professional ethics are called into play when dealing with the worlds of electronic access and the internet. A session on archives, museums and multimedia will present a primer for archivists and curators who would like to involve their institutions in educational multimedia applications, with a specific focus on the cooperative effort and interdisciplinary teamwork that goes into making a successful application.

The meeting will offer two sessions dealing with the management of photographic collections which, while presenting information for a general audience, will also touch on the effects of automation issues. A session on legal issues will focus on the area of copyright, providing a general overview on the topic from the point of view of a librarian, lawyer and library school instructor, as well as a discussion of legal issues encountered in creating a world wide web home page and putting digitized images on the internet. A session on the establishment and maintenance of reproduction policies and procedures for visual collections in archives and museums will discuss photographic reproduction policies at a museum and an archive, provide general suggestions for how policies can be developed, and present an overview of the Getty Art History Information Project/MUSE Museum Education Site Licensing Program.

For more information on meeting registration, contact Andy Martinez, NEA Registrar, Babson College Archives, Babson Park, Massachusetts 02157; telephone (617) 239-4570, fax (617) 239-5226, email martineza@vaxvmsx.babson.edu. For more information on the program, contact Kara Schneiderman, Program Committee Chair, The MIT Museum, 265 Massachusetts Avenue, Cambridge, Massachusetts 02139; telephone (617) 253-4266, fax (617) 258-9107, email kara@mit.edu.

★★

The 10th annual Western Archives Institute will be held in Pasadena, California, July 28 - August 9, 1996. The Institute is designed to offer an introduction to modern archival theory and practice for a variety of participants. Tuition for the program is $475 and includes a selection of archival publications. Enrollment is limited. The application deadline is May 15, 1996. For additional information and an application form contact Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814. (Tel. (916) 653-7715; Fax (916) 653-7134.)

★★

The German Historical Institute is supporting a survey to identify the location, nature, and quantity of oral history interviews concerning Germany, German-American relations, and American policy toward Germany in the period 1945-1995. The project seeks information about tapes and transcripts in repositories and interviews in the private collections of scholars.

Pertinent interview topics include politics and diplomacy, military and economic affairs, and cultural and social interaction. For more information, contact Dr. Robert P. Grathwol, German Historical Institute, 1607 New Hampshire Ave. NW, Washington, D.C., 20009; Tel: (202) 387-3355; Fax: (202) 483-3430; E-mail; rgrathwo@tribeca.ios.com.

★★

OHMAR (Oral History in the Mid Atlantic Region) will sponsor an Oral History Conference on April 14, 1996 at the Port Washington Public Library, Port Washington, New York. The conference provides an opportunity to meet with colleagues, learn the latest oral history techniques, hear about current Long Island and national oral history projects, and to improve interviewing skills. For more information contact Elly Shodel, Port Washington Public Library, Port Washington, NY (516) 883-4400 ext. 168.

★★

The annual meeting of the National Association of Government Archives and Records Administrators (NAGARA) will be held July 17-20, 1996 at the Sheraton City Center Hotel in Washington D.C. The conference theme will be "Strategic Partnerships." Parts of the meeting will be held at "Archives II" the National Archives and Records Administration's new facility in College Park, Maryland.

Featured speakers include John Carlin, Archivist of the United States, David Bearman, and William Saffady.

For more information contact Steve Grandin, NAGARA Publications and Member Office, 48 Howard Street, Albany, New York 12207 (518) 463-8644.

MARAC NEWS

The MARAC Mentoring Program

The Membership Development Committee is appreciative of the applications received from volunteering mentors. As of the publishing deadline, we were not able to match the three prospective mentors with mentees. Membership considers the geographical area and areas of interest or experiences that are checked on the applications when trying to match mentors to mentees.

The Committee has established a Mentors Waiting List from which we hope to match future mentees. These potential mentors are from Brooklyn, NY, Washington, DC, and Ellicott City, MD. Membership still has a Mentees Waiting List with five hopeful participants. The prospective mentees come from: two from Washington, DC; one from Arlington, VA; one from Pittsburgh, PA; and one from Roseto, PA (near Easton). We still need more volunteers for the program and hope you will look for the application in the newsletter. If you have further questions, contact Jennie Diaz Guilbaud at 301-713-6677 x 271, e-mail at jennie.guilbaud@arch2.nara.gov or see me at the Hospitality Suite in College Park during the Spring 1996 MARAC Conference.

ARLINE CUSTER MEMORIAL AWARD

CALL FOR SUBMISSIONS

This award honors the memory of Arline Custer (1909 to 1975), Mid-Atlantic Regional Archives Conference (MARAC) member and editor of the National Union Catalog of Manuscript Collections.

The award recognizes publishing achievements by MARAC members and individuals or institutions in the seven states (New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia) comprising MARAC. The Custer Committee is particularly interested in receiving published writings that appeal not only to the archival community, but to the general public as well. The committee will consider scholarship, relevancy, innovation, quality or writing, and presentation and layout as criteria in judging submissions.

Multiple submissions by individuals or institutions are welcome but are limited to two. The publication must have appeared between July 1, 1995 and June 30, 1996.

Archival finding aids, including guides, will not be considered for the Arline Custer Memorial Award and instead should be submitted to the MARAC Finding Aids Award Committee.

Up to two prizes may be awarded, with a monetary value of $100. The 1996 winners will be announced by the committee during MARAC's Fall meeting in Wilmington, Delaware.

Please send at least 2 copies of each submission to: Frances M. Seeber, Chair, Custer Award Committee, Franklin D. Roosevelt Library, 511 Albany Post Road, Hyde Park, New York 12538.

Submissions must be received by August 1, 1996.

If you have any questions, contact: Frances M. Seeber at (914) 229-8114.

New Members of MARAC

Miriam R. Ahladas
Randolph-Macon College

Pennington Ahlstrand
Gonzaga University

George Arevalo
Louis Armstrong House and Archives

Marilyn L. Barth
Catholic University of America

Susan Aprill
Edwin Schlossberg Inc.

Kathleen Brennan
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Barbara Faughnan
Space Business Archive

Leslie Fields
New York University

Susan Goodman
Catholic University of America

Derek Gray
Virginia State University

Dale F. Harter
University of South Carolina

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Hugh Moore Historical Park & Museums Inc.

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The Handley Regional Library Archives

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Susan L. Malbin
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REFERENCE SHELF

Managing Records in E-Mail Systems offers a comprehensive discussion of critical issues facing government agencies using electronic mail for internal or external communications. Guidelines are provided for developing policies and establishing procedures which will lead to the effective management of records created and captured in e-mail systems. Appendices are included which reproduce a policy on e-mail developed in the private sector, and a guide to standard e-mail etiquette. The 43-page booklet is available in hard copy and on the Internet via SARA's Home Page (HTTP://unix6.sed.gov) or via anonymous FTP at unix6.nysed.gov (file name e-mail. wp5 in the /pub directory.

★★

Portraying leaders in every field, from politics and industry to art and science, ***Who's Who in America*** 50th Edition (Marquis; 1996) is a window to the lives of the people who are shaping America today. Containing over 100, 000 individual entries, ***Who's Who in America*** provides the most current biographical information on our nations leaders, including name, occupation, vital statistics, education, career, creative works, awards, activities, and address.

Marquis Who's Who in America: Golden 50th Edition, Pages: 5,258, Volumes: 3 Price: $459.95, ISBN: 0-8379-0167-7, Publication Date: Fall, 1995.

To order, please write: Marquis Who's Who, Reed Reference Publishing, P.O. Box 31, New Providence, NJ 07974, Tel. (800) 521-8110 from anywhere in the USA or Canada. Telex: 13-8755; Fax (908) 665-6688; Internet Address: info@reedref.com; WWW Site: http// www.reedref.com.

Preservation News

The Commission on Preservation and Access has received a $1.2 million grant from the Andrew W. Mellon Foundation for general support over the next four years. The funding provides stable operating core upon which to base an effective array of programmatic activities and the necessary flexibility for the Commission to effect a merger with the Council on Library Resources (CLR). This merger is seen by the Boards of both organizations as a way to provide a broader and simpler framework within which to pursue their objectives. In addition to continuing the several cooperative programs initiated during the earlier grant period, the Commission, in conjunction with the Council, will concentrate on the development of digital libraries, long-term preservation strategies, the economics of information, and the development of leadership. For a clear overview of the Council's goals and objectives concerning the preservation of library materials, see Marcum's report in its 1995 *Annual Report*, available from the Council on Library Resources, 1400 16th Street, NW, Suite 510, Washington, DC 20036-2217.

★★

August 10-20: China. Pre-IFLA (International Federation of Library Associations and Institutions) Conference study tour with a focus on preservation and conservation at leading Chinese libraries, archives, and museums led by Marjorie LI and Susan Swartzburg, Rutgers University Libraries. For more information, contact Susan Swartzburg at Rutgers University Libraries, Fax: (908) 932-7637.

★★

The Conservation Center for Art and Historic Artifacts (CCAHA) is seeking applicants to participate in a Disaster Preparedness and Response Program, funded by The William Penn Foundation.

The ultimate goal of the program is to complete a tailored disaster preparedness and response plan for each participating institution.

The staff at CCAHA will work closely with participating institutions to assess needs, develop support and information systems, develop specially tailored plans, and work with staff and board until the plan is formally adopted by the institution. The planning process begins in July 1996 and the end result is a written disaster plan completed by June 1997.

The deadline for the application is May 1, 1996. For further information and an application form, contact either: Ingrid E. Bogel, Assistant Director, Virgilia Rawnsley, Director of Preservation Services Conservation Center for Art and Historic Artifacts, 264 South 23rd Street, Philadelphia, PA 19103. Tel: (215) 545-0613, Fax: (215) 735-9313.

Book Reviews

Walch, Victoria Irons. Compiler. *Standards for Archival Description: A Handbook*. Chicago: The Society of American Archivist, 1994. (Table of Contents, Foreword, Preface, Introduction, Appendixes, Index, i-xvi, 1-320) Softcover: Members, $25.00; non-Members, $30.00.

Reviewed by Frank H. Serene

Victoria Irons Walch, whose work as coordinator of the Working Group on Standards for Archival Description (WGSAD) provided the basis for this handbook, has compiled a tool that archivists will find useful. Rather than being product specific, the WGSAD definition of description focuses on a process involving a systems approach to descriptive functions. This systems approach is assisted by automation and puts a premium on standardization.

Walch's purpose is to provide (1) "an introduction for archivists who are entering the standards arena for the first time, . . . and (2) a reference tool for archivists who are generally familiar with standards but need assistance in tracing sources and interconnections among available standards and their specific application to archival practice."

Walch has succeeded in both her purposes, although the greatest value of the handbook is in the latter rather than the former area. The discussions and references found in the footnotes and further reading sections may benefit archivists entering the standards arena for the first time; but the discussions do challenge those who are not familiar with the basic literature about standards.

Discussions of standards range from applications for automated systems to rules for authority control, labeling and filing, the reporting of statistics, and glossaries. Archivists can find standards for cataloging and information interchange; finding aids and other descriptive formats; Romanization, i.e. adapting non-European or non-English languages to U.S. computer systems; and editing and publishing, including the use of style manuals and markup languages. There are codes for dates and times, geographic locations, languages, ASCII and character set extensions, and library applications.

Each chapter dealing with standards begins with a brief overview discussing the current status of the standard and the effort to develop it. This discussion is followed by entries that are very much like an annotated bibliography of the major published, unpublished, and obsolete ("have gone several years without proper maintenance," p. 3) standards.

Each full entry contains information about (a) the title and publication, (b) development and maintenance, (c) scope and structure, (d) relationship to other standards, (e) guidance for archival application, (f) archival use of standards adapted from other disciplines, and (g) standards and related documents that have limited utility in an archival context.

Appendix A lists developers, publishers, and distributors; the list includes telephone numbers and addresses along with a brief statement about the organization. Appendix B contains three tables: (1) lists U.S. national standards and their international equivalents, (2) shows standards developed by other professions that can be used by archivists, and (3) lists library standards adapted to archival practice. A fourth category of interdependent standards is discussed in the main text of the handbook.

Despite WGSAD's definition of description Walch observes, archivists in the United States "have focused considerable effort toward the development of standards for very specific products, i.e., catalog records in the ESMARCH-ABC format [United States Machine Readable Catalog-Archival and Manuscript Control]." (p. 232) Such a statement can be startling to the reader whose mind is beginning to think in terms of the **process** of description. The statement, also, needs further explanation because it suggests a substantial difference between theory and practice in the United States.

Walch notes similarities and differences among U.S. standards and those developed by the International Council on Archives (ICA), the United Nations Educational Scientific, and Cultural Organization (UNESCO), Canadians, and the British. These similarities and differences need to be explored for their impact on theory, practice, and application with regard to information exchange in international forums and in the United States.

UNESCO, for instance, has provided general guidance for developing archives, but few reports on description. The ICA definition is more concerned with products than with process. The British have determined that *AACR2* [*Anglo-American Cataloging Rules*] was inherently unsuitable for archival description. "In addition, none of the archival database projects in Europe, with the exception of Sweden, have shown interest in the use of the MARC format." (p. 233) There is a similarity between the WGSAD definition and "the rules [for description] being developed in Canada [because they] are not tied to specific formats or finding aids." (P. 232) However, unlike the WGSAD definition, the Canadian definition limits archival description to those processes that "commence 'after accessioning and arrangement are completed'" (p. 232).

The handbook does not explain the concept of standard, and how it is developed and maintained. Reference is made to "standards and guidelines that are obsolete or have gone several years without proper maintenance," (p. 3) but there is no explanation of proper maintenance or how often the standards have to be reviewed. Also lacking is a discussion of the fundamental principles of the phrase "data element." A brief exploration of these issues would enhance the quality of the handbook.

A colleague of the reviewer suggested making the handbook available in an automated format to facilitate access

in updating the handbook. Extensive footnotes and recommendations for further reading provide archivists with a bibliography of the literature about standards since the mid-1970s. Every archivist should have access to this handbook.

★★

PACSCL Photograph Directory: Eastern Pennsylvania, Southern New Jersey, Delaware. Two volumes [Directory and Index]. Compiled by George D. Brightbill and Colleen Byrne. Philadelphia, Pennsylvania: Temple University, Samuel Paley Library, Urban Archives, 1996. [no ISBN number stated]. $50 postpaid.

This impressive directory to photographic collections at 287 repositories was developed by the Philadelphia Area Consortium for Special Collections Libraries (PACSCL), with the support of a grant from the Pew Charitable Trusts. Most of the data was gathered in response to a survey sent to more than 1,000 institutions in 1994. Project staff also visited 79 repositories with either large or uncataloged holdings and prepared descriptions of individual collections. The result of this admirable effort is a finding aid of considerable value. Researchers may use the Directory to identify the locations of hundreds of thousands of photographs on thousands of different topics. While some of the collections referenced are also indexed in RLIN and published resources such as the index *to American Photographic Collections*, for most researchers, much of this material would be virtually impossible to locate without the PACSCL Guide.

As expected, the major collections, such as those at Temple University, the Free Library of Philadelphia, the University of Pennsylvania, Princeton University, Rutgers University, and the Pennsylvania State Archives holdings are given since a separate detailed guide was published recently. In addition, the holdings of many smaller libraries and other organizations, including businesses, are described. One of the principal benefits of this publication is that it draws attention to these smaller repositories with interesting or surprising holdings. (Who would expect to find work by the prominent Philadelphia portrait photographer Elias Goldensky, a Jewish immigrant from the Ukraine, at the Society for Catholic Missionaries?) Examples of less well known and specialized repositories include the Freedonia Gazette, which is exclusively devoted to images of the Marx Brothers; the Institute of American Deltiology, which holds hundreds of thousands of postcards; the New Year's Shooters & Mummers Museum, Inc., which has a large collection of Mummers Parade photographs; and the Helicopters division of Boeing.

Volume I, the Directory, is arranged alphabetically by repository. An introduction section for each institution provides information regarding address; phone, fax, and (rarely) e-mail numbers; contact person(s); access, loan, photocopy, and other regulations; and types of finding aids available. Then follows, for each collection, a description with title, dates, size, photographic processes, and scope and content note. The level of detail in these notes varies considerably; one paragraph summaries of collections with thousands of photographs necessarily omit a great deal that might be of interest, such as names of many photographers. To take one extreme example, the 200 linear feet of photographs at the Newark (New Jersey) Museum are described in one sentence, in which the only indexable terms are Newark and Tibet. (Only subjects and photographers mentioned in the notes are indexed in the second volume.) On the other hand, some relatively small collections are described in long paragraphs with considerable detail concerning people, places, and events, as well as the photographers.

Some of the directory information is provided in codes and abbreviations which the user must decipher by turning to pages 28-30 of the volume. Access, loan, and most other policies are each given in codes A, B, C, D, etc., which no researcher can be expected to memorize (an A can mean six different things, depending on the question); abbreviations or mnemonic codes would have been a better choice. Some of the abbreviations seemed unnecessarily obtuse; for example, TP(sp) would have been easier to remember for Tintype than TN. While abbreviations and codes are efficient for data input, a user-friendly 'search and replace' strategy would have been appreciated by researchers.

Volume 2 consists of the Index. Printing the index in a separate volume was an excellent editorial choice, since it minimizes page flipping. The index provides repository and collection number references to approximately 12,000 subjects and photographers. Index terminology is based on the index used in the aforementioned guide to photo collections at the Pennsylvania State Archives. Unlike the guides to photo collections at the Smithsonian, which provide separate indexes for creators, subjects , and photographic processes, all index headings in the PACSCL index are in one alphabetical array and, regrettably, no index to processes is provided.

Libraries purchasing the guide for reference collections should consider rebinding the two volumes. The spiral bindings provided are extremely flexible, inhibiting vertical storage, and the cover and coated paper stock is very thin and easily damaged; as provided, the volumes would not stand up well to frequent use without added protection.

With the qualifications noted above, the PACSCL guide is highly recommended as a useful reference tool.

— *Gary D. Saretzky*

★★

Continued on P. 14

Book Reviews

Continued from P. 13

Guide to the Silvio O. Conte Congressional Papers, 1950-1991. Prepared by Gail L. Giroux, Conte Archivist at the W.E.B. DuBois Library, University of Massachusetts, Amherst (gg@library.umass.edu)

The volume is 164 pages, soft cover, plentifully interspersed with photographs, cartoons, and even a poem to David Stockman. It begins with a Table of Contents and goes on to a Note on Provenance and Access. Since the collection is stored off site, there will be a 24 hour delay between request and delivery. The chronology is thorough and leads into a collection outline that lists subgroups and series. The major portion of the volume consists of subgroup and series lists which begin with a prose description and follow with a box and folder list. Subgroups and series have a general prose description at the beginning. I was pleased to see that Conte's years in the Massachusetts State Senate were also documented, as fairly regularly this is not the case. Processing notes detail particular collection problems as does the note on constituent and issue mail. Conte's District Office Manager's files are also included. Appendices include committee and subcommittee assignments, congresses in which he served, a list of towns in his district and the year various towns or counties were included or deleted.

Most of this collection description is available on the Umass Amherst Home Page which I was not able to access via the http address given. I did reach it through a search on Amherst, Library, Special Collections, Conte Papers. In addition to the prose collection description, there is a photograph gallery which is 'under construction' and some poems which are 'under development'

It is a useful volume. Check it out.

—Mary Boccaccio
East Carolina University

★★

Senators of the United States. A Historical Bibliography.

Complied by JoAnne McCormick Quatennens. Washington, Government Printing Office, 1995.

This compilation of works by and about members of the United States Senate 1789-1995, is available from the U.S. Government Printing Office as Docs. No. 052-071-0113-5. The cover illustration is a reproduction of "Scene in the Old Congressional Library, Washington, D.C., Showing Present Congested Condition," by William Bengough, Harper's Weekly, February 27, 1897.

Until this volume came out, there had been no compilation to assist in the identification and location of so many varied resources. The work does in fact, provide citations for 1,164 of the 1,817 individuals who has served in the Senate from 1789 through 1995. In addition to secondary sources cited, the *Bibliography* also includes works written by the Senators themselves including letterpress and microform editions of their papers and collected writings. The Introduction notes the several sources from which the citations have come. The compiler also mentions that footnotes and bibliographies suggest further avenues and possibilities.

Entries for senators are arranged alphabetically by last name and each entry includes dates of birth and death, state, dates of Senate service, and party affiliation. Researchers are invited to look through the *Guide to Research Collections of Former United States Senators, 1789-1995* to determine the extent and availability of primary source materials available for a particular Senator. The citations are maintained on a data base that is updated periodically and is expected also to become available on-line in the future. Researchers are encouraged to contact the Senate Historical Office to inquire about recent additions to the data base, and to notify the Office of works for inclusion. This should be a very useful and important work, not only as a help to identify new research strategies, but also as an aid to locate sources.

—Mary Boccaccio
East Carolina University

Where Your Registration Dollars Go: a Look at a Semi-annual Meeting

As a result of comments, questions, and angst over the last few meetings concerning the large profits and the kinds of activities each meeting holds, as the MARAC Co-chair of the spring 1995 MARAC meeting, I was asked to prepare a report to the membership on budgeting and costs; in other words: how does a committee determine the registration and where do those registration dollars go? This discussion will focus only on those costs related to the group at large, not individual options like luncheons or breakfasts. Those food functions are generally money in/money out on a per-person basis, so the committee doesn't worry about how many are needed to break even. When establishing a budget, a local arrangements committee must be prudent in determining the anticipated number of individuals.

MARAC has general attendance figures for its meetings over the last ten or so years. The list shows date, location, and total attendance. The Baltimore local arrangements committee looked the attendance at the 1987 meeting in Baltimore (about 340) and the all-time high meeting for attendance in Alexandria (400) when planning. We recognized that having two organizations attend the meeting would mean greater attendance, but because so many OHMAR members also belong to MARAC, we didn't think the numbers would be appreciably higher because a joint meeting could deter folks from coming.

We set up our budget based on possible attendance 300,350 and 400 people. Fixed costs included in the registration included: printing, postage, mailing, publicity, folders with photocopies for handouts, possible hotel charges (if we didn't meet our hotel night minimum-more on that below), a Steering Committee mandated $2,50 per person profit, honoraria and meals for the plenary and luncheon speaker(s), bus, shuttle, or van rentals, and coffee breaks. All but the last item are a few dollars per person. It's the area of coffee breaks where registration expenses really begin to soar.

It's at this point that the Local Arrangements Committee is faced with a dilemma. The Steering Committee asks that the Local Arrangements Committee keep food prices as low as possible without sacrificing the quality of food, yet in the last few years attendees have begun to expect food at the morning "coffee" break on Friday morning. But what kinds of costs are associated with those extras above and beyond the coffee? Did you know that adding fruit and danish can double, if not triple, the cost of the coffee break, and thus increase registration fees substantially? Let's take a look at what kinds of costs are incurred with a break.

Coffee breaks serving only coffee run in the $2.50 per person range (plus tax [between 4 and 10%] + gratuity [up to 18%]); danish/croissants/cookies generally are $ 18 a dozen (plus tax + gratuity) and most of us eat two (or eat one and take one for later). Did you know that pieces of fruit are $1 each (plus tax + gratuity), and that sodas and juices are $1.50 each (plus tax + gratuity), at a minimum?

With these figures in mind, let's look at the food costs for the Baltimore meeting (17% gratuity and 5% tax figured on top of the gratuity), if an individual attended a workshop and the meeting, the per-person costs for the coffee breaks alone were:

Thursday	
a.m. danish/coffee break- 3 danish (1 for later) & 1 cup	$8.61
p.m. cookies & soda break- 2 cookies & 2 sodas (1 for later)	7.38
Thursday total	**$15.99**
Friday	
a.m. coffee-I cup	$3.10
a.m. replenish coffee & fruit break I cup & 2 fruits (1 for later)	5.54
p.m. cookie & soda break- 2 cookies & 2 sodas (1 for later)	7.38
Friday total	**$16.02**
Saturday no breaks	
Grand total	**$32.01**

Based on a full-day workshop registration ($35) and early registration ($35), if each individual attending the conference had consumed the above, then they were spending $32.01 of their $70, or almost half, on food! Of course, vendors often underwrite some or all of a particular break; however, is it unknown at the time of preparing the budget which vendors will underwrite and how much and what they will underwrite. I would be willing to bet that most people would not spend that kind of money for food if they were paying their expenses out of pocket.

As part of our final report to the Membership Committee, we recommended lower registration fees and more modest coffee breaks. We also believe that costs need to be clearly spelled out in the program.

Now that we know for what kinds of things registration fees go, let's look at the breakdown in cost depending on the size of the meeting and the percentages.

First, a very simple budget, based on between 300 and 350 people, a reasonable assumption for attendance:

MARAC mandated: $2.50/person	
postage: 1300 mailings @ $.57 each	$741
printing	1,200
room rental	1,000
honoraria/meals/mileage	300
registration handouts	175
name badge	.52 each
coffee breaks	16.02/person
hospitality room	150
incidentals/contingency	500
TOTAL	**$10,730**

for 300 attendees @ $35 registration fee

mandated	$2.50	7.0%
postage	2.47	7.0%
printing	4.00	11.4%
room rental	3.33	9.5%
honoraria/meals for guest speaker	1.00	2.8%
name tag holder	.52	1.4%
registration materials	.58	1.6%
coffee break	16.02	45.7%
hospitality room	.50	1.4%
incidentals	8.34	23.8%
TOTAL	**$38.74**	**110.2%**

a loss of $3.74 per person or a total of $1,122

for 350 attendees @ $35 registration fee mandated

	$2.50	7.0%
postage	2.11	6.0%
printing	5.14	9.8%
room rental	4.00	8.1%
honoraria/meals for guest speaker	.53	1.5%
name tag	.52	1.4%
registration materials	.50	1.4%
coffee break	16.02	45.8%
hospitality room	.43	1.7%
incidentals	1.43	4.0%
TOTAL	**$30.65**	

additional profit of $4.35 per person or a total of $1,522.50

for 400 attendees @ $35 registration fee

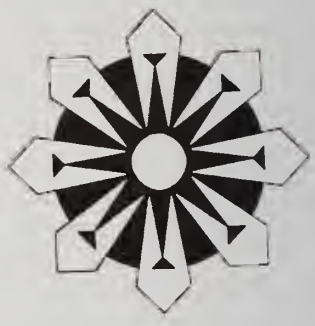
mandated	$2.50	7.0%
postage	1.85	5.2%
printing	3.00	8.5%
room rental	2.50	7.1%
honoraria/meals for guest speaker	.75	21%
registration materials	.44	1.4%
name holder	.52	1.2%
coffee break	16.02	45.8%
hospitality room	.38	1.0%
incidentals	1.25	3.5%
TOTAL	**$29.21**	**83.46%**

of budgeted amount

additional profit of $5.79 per person or a total of $2,316

Add to these figures late registration fees for close to 30 percent of the attendees and one sees another $1,000 or so coming in./ Vendor fees and underwriting add approximately $3,000 to $4,000. One therefore can see how the large profits lately realized happen. Yet the Local Arrangements Committees have had to be prudent in their planning It seems, however, that most meetings could cut their early and late registration fees by five to 10 percent and still be in the ballpark on final figures.

I hope this short discussion on registration helps the membership understand why certain decisions are made. It should also explain why some meetings make so much money! In short, it's important to remember that there is no free lunch, there is no free ride.



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EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/ Affirmative Action regulations.

The University of North Carolina at Chapel Hill

The Academic Affairs Library

ANNOUNCEMENT OF PROFESSIONAL VACANCY

Position: Sound and Image Librarian

Available: July 1, 1996

Description: As a member of the Manuscripts Department, the Sound & Image Librarian administers extensive archival audio and image collections encompassing audio tape, disc, video tape, film, and other related formats (nearly 100,000 items) produced both commercially and in the field. These materials include portions of the Southern Folklife Collection, Southern Oral History Program, Florentine Film archives, the Southern Historical Collection, and University Archives. The position has primary responsibility for technical services and preservation of sound and image materials; additional responsibility for collection development, outreach, special projects development, and scheduling and supervision of two sound and image studios, student assistants, interns, and project staff (as available). Occasional public service responsibility.

Qualifications Required: ALA-accredited MLS or Master's degree in American history, folklore, or media-related field; training and/or experience with audio and moving image materials, formats, and equipment; computer literacy; professional experience in an archival or similar research facility.

Qualifications Desired: Technical knowledge of audio preservation and/or moving image preservation and/or sound engineering; knowledge of Southern traditional music and/or 20th-century Southern media history; knowledge of archival practices, particularly for sound recordings and/or moving image formats; excellent writing skills demonstrated through articles, grants, etc.; both administrative and supervisory experience.

Salary and Benefits: Salary commensurate with background and experience, with a minimum of $29,000. Twelve-month academic librarian appointment. Standard State benefits of annual leave, sick leave, and State or TIAA-CREF retirement plan.

Deadline for Application: First consideration will be given to applications received by April 26, 1996. Review of Candidates will continue until the position is filled.

To Apply: Send application letter, resume, and the names of three references to Barbara A. DeLon, Personnel Officer, CB #3900, Davis Library, University of North Carolina, Chapel Hill, NC 27514-8890.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

ARCHIVAL ASSISTANT (temporary)

National Society Daughters of the American Revolution, Washington, DC

Available May 1996, one year opening to assist archivist with maintenance of archives of major women's organization and a manuscript and rare book collection of early Americana.

Responsibilities: (a) cataloguing and processing of a large backlog of archival accessions and (b) assisting the NSDAR Archivist with the development of computerized cataloguing and information retrieval system for the historical collections under care of archival staff.

Qualifications: M.A. in history or B.A. in history and M.L.S.; knowledge of American history, one or two years archival/manuscript experience; typing and computer skills; knowledge of WordPerfect or Microsoft Word preferred. Please send resume including current salary requirements to: Human Resources Director, National Society Daughters of the American Revolution, 1776 D Street, N.W., Washington, DC 2006-5392.

PROJECT ARCHIVIST

Manuscripts — Business Records

Minnesota Historical Society's Division of Library and Archives

The Minnesota Historical Society's Division of Library and Archives seeks an archivist for 3-year full-time project position (with possible extension for 2 additional years). The project, overseen by both the Acquisitions and Curatorial department and the Processing department, will entail both field work and processing. The project archivist will assist with the surveying, identification, appraisal, acquisition, arrangement, description, and cataloging of records from a multi-national Fortune 500 company headquartered in St. Paul.

Qualifications: M.A. or M.L.S. with courses in archival administration. Must possess high degree of human relations skills, and be able to speak and write clearly and accurately. Experience with donor collections; knowledge of and experience with the principles and products of archival arrangement and description, and with archival cataloging protocols, including *APPM, AACR2, USMARC,* and *LCSH*. Ability to lift 40 pounds. Two years of relevant professional experience highly desirable.

Salary: Starting at $2,339 per month with competitive benefits.

To Apply: Send letter describing qualifications, resume, and three references to James E. Fogerty, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Applications must be postmarked by May 1, 1996.

People

Ronald H. Axelrad has been appointed Director of Archival Operations at the Leo Baeck Institute in New York City. Previously, he served as Archivist for the Jewish Historical Society of Central Jersey.

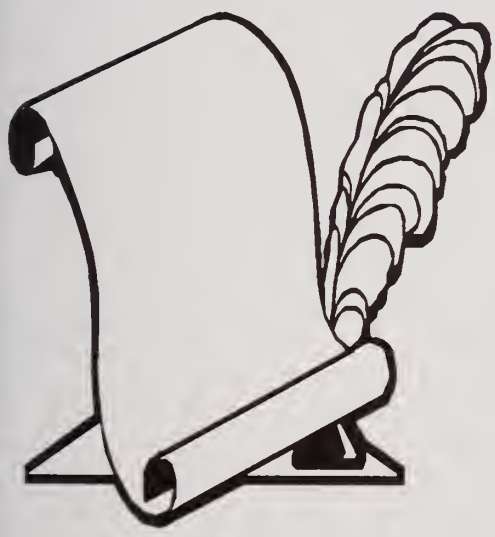
★★

Rolf Kat has been promoted to Senior Conservator at the Conservation Center for Art and Historic Artifacts (CCAHA, Philadelphia, PA). Mr. Kat received his degree in conservation through the Training Program for Conservators, Dutch Ministry of Culture, Amsterdam, in 1982. He worked as a conservator at the Museum Boymans-van Beuningen in Rotterdam and the Teylers Museum in Haarlem, The Netherlands. After holding an Andrew W. Mellon Conservation Internship at the Los Angeles County Museum of Art, Kat became Senior Conservator for the Historical Society of Pennsylvania in Philadelphia. Kat joined the CCAHA staff in July 1994 as Book Conservator.

Call for Papers

Conference on Carter Presidency

The Carter Presidential Library will host a conference to recognize the 20th anniversary of Jimmy Carter's inauguration and the 10th anniversary of the opening of the Carter Library. Call for proposals by June 1, 1996. The conference will be held in February 1997. Papers and panels on topics related to the Carter presidency are welcome. For details, contact Gary Fink, History Department, Georgia State University, Atlanta, GA 30303-3083. Fax (404) 651-1745. E-mail: hisgmf@gsusgi2.gsu.edu.



Session Abstracts

Summary of Outreach Session at MARAC, November 19, 1995

Archives Week: A Primer

Chair: Maxine N. Lurie, History Department, Seton Hall University, New Jersey; chair, MARAC Outreach Committee.

Speakers: Beverly Robertson, Library and Archives, Empire Blue Cross/Blue Shield,, "New York Archives Week: The Seven-Year Itch."

JoAnne Barry, Academy of Music, Philadelphia, "Planning a Reasonable/ Doable Archives Week Program."

Rebecca Ebert, Archives Librarian, Hanley Library, Winchester, Virginia. "The Lonely Organizer: Archives Week in a Single-Person Shop."

MARAC has agreed upon the second week in October as a common Archives Week. This past fall was the first time we jointly celebrated the date. The Outreach Committee put this session together to encourage MARAC members to plan programs for next, and following Octobers by showing what archivists in the area have been doing in the past. The Committee is planning a poster for next fall, and a technical leaflet on Outreach for the following year.

Beverly Robinson described the numerous Archives Week activities of the New York Roundtable in New York City over the last seven years. These ranged from a joint exhibit financed with major contributions, to individual programs at a variety of locations. One annual event that has attracted the public has been a family history fair held at New York University. She showed brochures, programs, posters, and a calendar as samples of publicity.

JoAnne Barry discussed the programs put together by the Delaware Valley Archivists Group, also a collaborative project; but centered in Philadelphia, which she noted was quite different than New York City. She emphasized the necessity of starting small and not becoming too ambitious in the scope and activities undertaken as part of the celebration. However, she was enthusiastic about the opportunities for various archives to celebrate together.

Rebecca Ebert told about projects she promoted in an institution in which she was the lone archivist working with volunteer assistants. During the first few years, she organized a car scavenger hunt. Last year there was a party for the docents. Rebecca ended her talk and the session by quoting from *Horton Hears a Who* — and stating that if all the institutions in the MARAC region do something during Archives Week, they will collectively attract some important attention.

★★

Electronic Records: Trends and Legal Issues, David S. Miller, Philadelphia Department of Records

Electronic records management presents challenges to archivists and records managers, as organizations implemented new technologies, and records are increasingly created in electronic form. To ensure that reliable records are generated by electronic systems, and that they are maintained for as long as they have value, we must revisit traditional archival principles, especially the concept of records as "evidence" of the business of an organization. Anne Marie Makarenko (Free Library of Philadelphia Foundation/Philadelphia Department of Records) convened a session to discuss recordkeeping requirements from both legal and archival perspectives.

Wendy Duff (University of Pittsburgh School of Library and Information Science) presented "Ensuring Reliable Evidenced in an Electronic Environment: a Research Project Funded by the National Historic Publications and Records Commission," which gave an overview of the University of Pittsburgh's project to define

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Session Abstracts

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recordkeeping requirements for electronic systems. She focused on the functional analysis of business processes and the issue of how evidence of business transactions can best be created and maintained for internal and external use.

Kenneth Mortensen (Villanova Center for Information Law and Policy) addressed the matter from a legal standpoint, discussing the evidential role of electronic records, and issues regarding the qualities that make an electronic record more likely to be accepted as evidence. He concentrated on the Federal Rules of Evidence and their application to electronic records.

★★

Archival Collecting Projects: the Good, the Bad, and the Ugly

David S. Miller, Philadelphia Department of Records

As archives undertake focused projects to build community and ethnic collections, a growing emphasis on diversity is presenting significant challenges to institutions. **Gail Farr** (Balch Institute for Ethic Studies Philadelphia) convened a session to discuss how such collecting defines and shapes the obligations of an archives, and how the archivist can best deal with changes not only within the institution, but also in the greater community.

Sandy Van Doren (Presbyterian Medical Center Archives, Philadelphia) delivered a paper entitled, "Considering Collecting," which described lessons learned from an ethnic collecting project recently completed in Philadelphia. She emphasized the benefits of archival control over disparate but related community collections, especially as these benefits help promote the archives to potential donors.

Alexander Magoun (Holy Family College, Philadelphia) presented a case study about the challenges faced by an archives when its institution shifts its priorities. He described the delicate process of finding a new home for a major Polonica collection that no longer fit his organization's identity and function.

Adrienne Cooper (Museum of Chinese in the Americas, New York) discussed her institution's "collection with an agenda," which aggressively documents the Chinese experience in the Americas. She described her institution's relationship to the Chinese-American community, in particular the way her museum preserves the memory of a heretofore under documented group.

★★

Moving Stories, Michael Knies

These sessions, chaired by John Cleardo, Assistant Director, National Archives, Northeast Region, presented three different perspectives on moving and renovating archives.

James Rush, Assistant Branch Chief of Textual Reference at Archives II, discussed efforts made by the National Archives to maintain reference services during the move into Archives II. Rush stated that planning for the move began shortly after funding for the new facility was approved by Congress in the mid-1980s. The reference staff notified patrons in advance concerning which records would be closed. Records would then be moved by subject cluster and by record group. A capture team was assembled to annotate the new locations within Archives II and enter the information into a database. Despite the initial planning, the move did not proceed smoothly because the movers began transporting records before the building was completely finished. Furthermore, the moving contractor did not report to the head of reference. Consequently, if the reference staff noticed any problems, they had to follow a circuitous reporting route before remedial action could be taken. Records were sometimes shelved without the capture team's knowledge and the creation of a new shelf list fell behind schedule. Nonetheless, most collections have successfully opened with

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Session Abstracts

a minimum of patron dissatisfaction. There is still another year of moving to be completed.

John Hartmann, Conservator Chief of the Pennsylvania Historical and Museum Commission, titled his talk "Murphy's Law Versus Your Collection." Hartmann illustrated a series of mishaps and disasters that have befallen Commonwealth of Pennsylvania institutions recently. The State Library is currently closed because of lead contamination. During a paint removal project, all air conditioners were removed forcing staff members to open windows for ventilation. Exterior paint was tested and found to be lead-free and paint removal commenced. After removal had started, a test of the fifth floor paint uncovered lead. Unfortunately, by this time, lead dust had blown in through open windows and covered over three-quarters of a million books. Hartmann also showed a video and slides of a fire at the Pennsylvania Department of Transportation. The 1994, 15-alarm fire consumed the sixth floor of the building and contaminated the offices and records with asbestos, along with water and smoke damage. The clean-up is estimated to cost $160 million.

Hartmann listed and discussed four precautionary steps to cope with moving and renovation problems:

1. Prepare for, and have procedures in place to handle emergencies.

2. Have adequate time to plan for events which affect your collections or buildings.

3. Have adequate resources or manpower to handle these events.

4. Train the staff, or know where to find the expertise, to handle these events.

E. Ann Wilcox, Librarian of the Independence Seaport Museum in Philadelphia, made a detailed presentation about the museum library's move to new headquarters. She emphasized that communication between all parties involved in a move is as important as the initial planning. She then proceeded to detail the library move, illustrated by slides and overhead. She discussed various aspects of space planning, such as measuring collections and furniture, learning to read architectural plans, stressing needs with the architects, and specific requirements within the space. In particular, she mentioned her desire for as many electrical, computer, and phone hookups as possible in order to provide maximum flexibility for staff and patrons.

Wilcox then spoke about the aspects of the move, from choosing a mover and picking among the various services provided by that mover, to the methods she chose for labeling and transporting her collection, which ranged from books, to manuscripts, boatplans, audiovisual formats, and office equipment. She concluded her talk by explaining how her staff created order out of chaos on moving day and allowing the library to open on schedule in the new museum space only a month after the move.

★★

The World Wide Web and Small Repositories, Marisa Keller, Corcoran Gallery of Art, Washington, D.C.

This session was chaired by Marilyn Pettit, College of Library and Information Services, the University of Maryland at College Park, Dr. Pettit began by noting the importance of electronic technologies in terms of disseminating information to the research public and raising questions on the complexities of access.

Shawn Metcalf, Senior Sales Manager, Internet Interstatee (a commercial Internet service provider) was the first presenter. Mr. Metcalf began by reviewing the origins of the Internet as a network of military and university computers designed to withstand a nuclear attack, providing reliable communication between networks. In order for different, independent networks to communicate with one another, a standard for sending information back and forth was developed and termed IP for Internet Protocol. To east in setting up networks, every new computer sold had the ability to communicate using IP.

The NSF (National Science Foundation) NET established five regional super computer centers to encourage usage of networks. Because of the expense of the telephone lines required to transmit data, regional networks were established and then chained together. The NSF would fund connections made by universities and others, but institutions had to have a plan for providing access to as many people as possible. Frequently, this meant providing students with Internet accounts, leading to a growth period where students used the Internet in numerous different ways.

At first, companies could connect to the Internet but could not provide lines to outside clients. With the removal of this restriction in 1990, there was a tremendous increase in the number and type of on-line services. Now the Internet has an estimated 100 million users who have access to a vast variety of information stored on remote computers. The three primary uses of the Internet are e-mail, newsgroups (text-based discussion groups), and the World Wide Web.

The World Wide Web is a graphical interface for the Internet. Each "page" is a file presentation of information using text, graphics and sound. Highlighted links allow the user to find related information. MR. Metcalf stressed the value of the WWW as an easy and inexpensive way to collect and disseminate information to a huge audience. A properly designed WEB page can attract a great deal of attention.

Mr. Metcalf then turned to the requirements for Internet access. Those interested will need the equipment, an access provider, and software. He recommended looking for well-established access providers with local dial-in numbers and checking the newspaper's business sections. The

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WWW has a list of service providers (*http://www.thelist.com*). There are a number of software applications available such as Internet in a Box for IBM compatible and the Internet Starter Kit for Apple systems.

The second speaker was **Mike Mashon**, Curator of the Broadcast Pioneers Library, who gave an introduction to the library, housed at the University of Maryland, College Park. The library is a mixed collection of 275 periodicals, over 1000 books, tapes and oral histories relating to the history of broadcasting. When the library moved to the University of Maryland in 1994, the new staff wanted to create a homepage, primarily to introduce the research public to an underutilized collection.

The staff began by defining users and their needs. While the library services scholarly interests, it also attracts hobbyists and those in the broadcasting industries. Mr. Mashon demonstrated the library's homepage (*http://www_itd.umd.edu/UMS/UMCP/BPL/bplintro.html*) and its features. The homepage was designed as a quick and easy introduction to the library and its holdings. He stressed the importance of good design for homepages in order to keep the user's interest and provide efficient access to information. There should be no long pages, the information should be concise and should include few color images (which can take a very long time to download). Information is linked among pages, which have a consistent look. In addition, the page is accessible to browsers other than Netscape and none of the information is image dependent, thus users with text-based browsers are able to use the page.

The Web site is not a replacement for visiting the Broadcast Pioneers Library, but rather serves to publicize the library and provide a brief description of its collections. The library is very pleased with the response to the homepage and has had both an increase in the number of research requests and increased donations as a direct result.

★★

Pushing Paper: Management Issues in Archives and Manuscript Repositories

Marisa Keller, Corcoran Gallery of Art

This panel discussion focused on four questions faced by archivists with management responsibilities. The session was chaired by **Ben Primer**, Princeton University. Panel members were **Robert Sink**, the New York Public Library, and **Deborah Wythe**, the Brooklyn Museum.

The first question raised concerned the problem of hiring the right person or choosing a volunteer. Deborah Wythe, who works primarily with volunteers, addressed the importance of allowing interviewees an opportunity to speak by asking open-ended questions. Bob Sink asks open-ended questions and uses oral history techniques to elicit answers. During an interview, he discusses his management style and expectations. Ben Primer conducts formal interviews, usually lasting all day. He looks for self-starters and administers a weight lifting test if that will be a job requirement. For support staff, he suggested that a typing test is inadequate and recommends that the candidate write a sample reference request letter. He finds it telling to review how the candidate treats support staff. It was suggested by a session participant that a candidate's previous employees be consulted.

The second question concerned the supervision of non-permanent staff such as volunteers, students, and project archivists. Mr. Sink related that the New York Public Library's volunteers are assigned by the library's volunteer office and report to that office. Deborah Wythe uses volunteers for support and recommends clear guidelines, restricted scope, and a job tailored to the individual. Volunteers require attention and supervision as well as acknowledgment. Ms. Wythe also takes time to figure out why a volunteer is there (to get social contact? for intellectual stimulation?) in order to make a good match between volunteer and task. Since grant-funded archivists may not stay for the entire grant period, Ms. Wythe suggests breaking the timeline into modular units so that the search for a replacement will not slow the project down too much.

Mr. Sink asks for a commitment of time from volunteers to try to avoid high turnover. Mr. Primer described the student worked program at Princeton and related some efforts to express appreciation for their work (occasional pizza party, staff events, a newsletter for former student workers). Ms. Wythe recommended assigning jobs that have an end, in case a volunteer does not work out as hoped.

"How to manage your boss" was the third topic. Mr. Sink discussed his efforts to inform his boss about the progress and status of the archives. He regularly submits reports and statistics to the administration. Ms. Wythe stressed the importance of establishing a level of trust with one's hierarchy and maintaining a strong connection with the profession. Mr. sink also mentioned the need not to be known as a gossip within the institution and to remain neutral in institutional politics. A session participant mentioned that providing rapid responses to internal requests for information is a way to establish the usefulness of the archives and establish good will.

The fourth point discussed by the panel was about ways of handling acquisitions. The importance of a well-written collection development policy was stressed. The panel agreed that letters of intention to donate, deposit agreements, and other documents are vital to protecting that repository's interest. For institutional archives, a good records management program can assist in transferring material to the Archives.

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1996
October 1, 1995 - December 31, 1995

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1995 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$10,986.00				67%	$10,986.00	$15,872.00
Publications Sales	1,500.00	341.78				23%	341.78	1,547.18
Pub. Advertising	800.00	0				0%	0	817.00
Bank Interest	2,800.00	1,336.90				48%	1,336.90	3,256.91
Conferences	15,000.00	0				0%	0	26,916.74
Mailing List Sales	160.00	110.00				69%	110.00	270.00
Contributions	250.00	75.00				30%	75.00	265.00
Miscellaneous	0	170.00				170%	170.00	773.00
Total Revenue and Support	**$37,010.00**	**$13,019.68**				35%	**$13,019.68**	**$49,717.83**
EXPENSES								
General	$1,700.00	$20.00				1%	$20.00	$1,213.18
Administrator	4,312.00	517.91				12%	517.91	2,189.24
Treasurer	710.00	61.00				9%	61.00	479.40
Membership	1,500.00	69.81				5%	69.81	652.10
Committees	5,500.00	992.47				18%	992.47	2,879.59
Conference Advances	4,000.00	0				0%	0	4,100.00
Publications	12,700.00	2,525.00				20%	2,525.00	13,156.72
Awards	425.00	100.00				24%	100.00	475.00
MARAC Scholarship	4,386.98	370.10				8%	370.10	532.08
Grant Project Expenses	1,000.00	0				0%	0	837.96
Miscellaneous	50.00	0				0%	0	1,635.00
Total Expenses	**$36,283.98**	**$4,656.29**				13%	**$4,656.29**	**$28,150.27**
NET INCOME or (NET LOSS)		**$8,363.39**						

SUMMARY

Opening Balance	$87,207.53
Income	13,019.68
Expenses	4,656.29
Closing Balance	**$95,570.92**

Cash Accounts

Checking Accts:	$13,125.48
Savings Accts:	16,087.75
Cert. of Dep:	66,357.69
Total	**$95,570.92**

Fund	Opening	Credits	Debits	Closing
Current	$49,721.57	$12,797.62	$4,656.29	$57,862.90
Endowment	7,485.96	222.06		7,708.02
Reserve	30,000.00			30,000.00
Total	**$87,207.53**	**$13,019.68**	**$4,656.29**	**$95,570.92**

NEWS FROM THE NATIONAL ARCHIVES

NHPRC Recommends 29 Grants Totalling $1,854,547

Washington, DC. The National Historical Publications and Records Commission (NHPRC) met on November 13, 1995, and recommended #1,149,392 for eight documentary editing projects, $62,500 for seven subvention grants, $362,984 for seven electronic records projects, and $175,171 for four state board planning grants. These projects reflect level-one priorities in the Commission's long-range, strategic plan.

Actions of interest in the MARAC Region include

Electronic Records Projects:

• **Delaware Bureau of Archives and Records Management, Dover, DE**: A grant of $101,744 for a two-year project to develop an electronic records program for state government records.

• **Research Foundation of the State University of New York, Albany, NY**: A grant of up to $140,000 for a two-year project to develop and promote the use of a "system development model" that incorporates electronic recordkeeping and archival considerations into the creation of networked-computing and communications applications. Collaborators on the project include the university's Center for Technology in Government, the New York State Archives and Records Administration, and the New York State Forum for Information Resource Management.

• **City of Philadelphia, Department of Records**: A grant of $17,370 for a four-month bridge grant to continue a Commission-funded project that is developing a program to preserve archival electronic records.

State Board Planning Grants:

• **New York State Historical Records Advisory Board, Albany, NY**: A grant of $51,633 for a one-year project to develop a strategic plan to guide statewide historical records program development.

• **West Virginia State Historical Records Advisory Board, Charleston, WV**: A grant of $16,745 for a one-year planning project to complete work on and publish its state assessment report and to develop and publish a strategic plan to ensure the preservation of West Virginia's historical records and documents.

Founding-Era Documentary Editing Projects and Subventions:

• **Supreme Court Historical Society, Washington, DC**: A grant of up to $175,155 for the *Documentary History of the Supreme Court, 1789-1800.*

• **George Washington University, Washington, DC**: A grant of $168,222 for *The Documentary History of the First Federal congress of the United States of America, March 4, 1789–March 3, 1791.*

• **Princeton University, Princeton, NJ**: A grant of up to $140,346 for *The Papers of Thomas Jefferson.*

• **University of Virginia, Charlottesville, VA**: A grant of $122,744 for *The Papers of James Madison.*

• **University of Virginia, Charlottesville, VA**: A grant of $128,098 for *The Papers of George Washington.*

• **University Press of Virginia, Charlottesville, VA**: A grant of $10,000 for *The Papers of James Madison*, Presidential Series, Vol. 3.

• **University Press of Virginia, Charlottesville, VA**: A grant of $10,000 for *The Papers of George Washington*, Presidential Series, Vol. 5.

• **University Press of Virginia, Charlottesville, VA**: A grant of $10,000 for *The Papers of George Washington*, Presidential Series, Vol. 6.

• **University Press of Virginia, Charlottesville, VA**: A grant of $10,000 for *The Papers of George Washington*, Presidential Series, Vol. 7.

Other Ongoing Documentary Editions

• **New York University, New York, NY**: A grant of up to $60,000 for *The Margaret Sanger Papers.*

★★

Richard Norton Smith New Director of Ford Library

Richard Norton Smith, Director of the Ronald Reagan Presidential Library, has accepted the position of Director of the Gerald Ford Presidential Library and Museum effective in February 1996.

Mr. Smith has been Director of the Reagan Library since April 1994 and Executive Director of the Reagan Foundation and Center for Public Affairs since November of 1993. Previously, he was Director of the Herbert Hoover Presidential Library, and served as Acting Director at the Dwight D. Eisenhower Presidential Library.

★★

NARA Launches New Online Resources

On January 24, 1996, NARA released two new public access services and a new agency homepage that will allow, for the first time, staff and the public to search NARA databases over the Internet.

• **NARA Audiovisual Information Locator (NAIL) Database**: The NAIL database contains 81,000 series and item-level descriptions of

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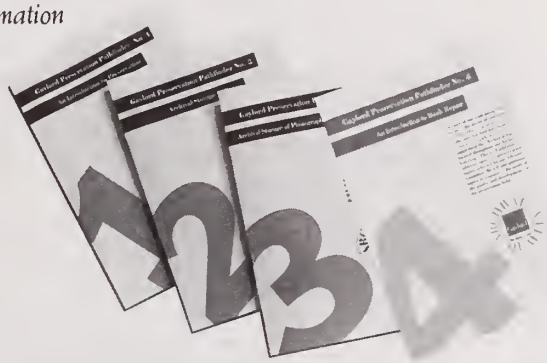

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NEWS FROM THE NATIONAL ARCHIVES

material held by the Still Picture Branch (NNMSP) and the Motion Picture, Sound and Video Branch (NNSM), as well as information about ordering copies. Data come from existing databases and from card catalog scanning projects, and represent all of NNSP's series descriptions and about 15 percent of NNSM's catalog cards. In addition, NAIL will allow staff to enter new descriptions online.

Address: http://www.nara.gov/nara/nail.html

• **Government Information Locator Service (GILS) Database**: The GILS database is NARA's response to OMB Circular 96-01 that mandates that all Federal agencies make available online information about automated information systems and a catalog of information products by January 1, 1996.

Address: http://www.nara.gov/gils/gils.html

or *Z39.50:gils@wais.nara.gov*

• **NARA Homepage**: The existing gopher-based homepage will be replaced with a new front end that utilizes World Wide Web technology.

Address: http://www.nara.gov/

STEERING COMMITTEE

Summary of Steering Committee Actions and Reports at the Meeting of 25 January 1996 in Baltimore, Maryland:

Steering Committee:

• approved the minutes of the 9 November 1995 Steering Committee meeting, with no corrections:

• passed a motion empowering Dick Williams to have a MARAC seal made to emboss a resolution that the Steering Committee will pass at the May meeting in order to keep the Wilmington bank account open;

• passed a motion to create a MARAC home page on the World Wide Web and empowering Sue Hamburger to begin work on it and notify the Steering Committee when we can view it;

• passed a motion to vote to approve the three questions proposed by the MARAC chair as the charge to the Regional Technical Assistance Program Committee with a single vote;

• passed a motion that the following three questions be submitted to the Regional Technical Assistance Program Committee as that Committee's charge: 1) Does MARAC want to pursue the idea of instituting a regional technical assistance program? 2) Should such a program be carried out using MARAC funds or by soliciting outside funding? and 3) If MARAC intends to apply for outside funding, do we want to first conduct a pilot project?; and

• passed a motion that on a one-time trial basis MARAC will offer up to five free registrations to students who contribute at least ten hours of work to the Local Arrangements Committee for the College Park meeting.

The Chair:

• reported the appointment of Gary Saretzky and Pamela Powell to the Finding Aids Award Committee;

• reported that she has had a problem finding someone to act as MARAC liaison to the Interagency Council of Library Resources for Nursing (ICLRN) and that, unless someone can find a willing person or unless the ICLRN wishes to have a liaison and can suggest a person, we will discontinue this position;

• reported that more committee appointments are still to come;

• reported on her further discussions with MAC President Mark Green on the subject of MARAC/MAC cooperation, including MAC's interest in sharing workshop ideas and development; and

• presented the Steering Committee with a list of proposed dates for Steering Committee meetings through 1997.

The Vice Chair reported:

• on past, current and future meetings:

* Program reports and surveys from the Fall 1995 Wilmington meeting have been submitted and are available on request or from the MARAC Archives;

* Spring 1996, College Park, Maryland, May 2-4 - venue: Holiday Inn (10000 Baltimore Blvd.), room rates: $65.00, Jim Stimpert and Phil Albert, program co-chairs, Yvonne Carignan and Matthew Gilmore local arrangements co-chairs, "Archives for the Next Century," the perceived problem with the size of meeting rooms at the hotel has been resolved, Archivist of the U.S. John Carlin has agreed to be the plenary speaker, Yvonne Carignan reported on local arrangements issues and Jim Stimpert on program issues;

* Fall 1996, Wilmington, Delaware, November 7-9 - venue: Holiday Inn-Downtown, second of three fixed-site semi-annual meetings, room rates: $69.00, parking included, Diane Windham Shaw and Leslie Simon, program co-chairs, no local arrangements chair, meeting to include special focus sessions based on type of repository, subject issues and interest groups;

* Spring 1997, Charlottesville, Virginia, May 1-3 - venue: Charlottesville Omni, Ned Berkeley, program chair, Marsha Trimble, local arrangements chair;

* Fall 1997, Wilmington, Delaware, November 6-8 - venue: Holiday Inn-Downtown, third of three fixed-site semi-annual meetings, room rates: $69.00, including parking, possible joint meeting with mid-atlantic regional museums organization, no program chair, Margaret Jerrido, local arrangements chair, Margaret is looking for a co-chair volunteer;

* No 1998 meetings currently planned, but West Point and Virginia Beach are being looked into;

* other possible sites for future meetings include Newark, New Jersey, State College, Pennsylvania, upstate New York, and West Virginia; and

* thanks are due to the members of the Pennsylvania Caucus for offering to assist with the program and local arrangements assignments for the next two Wilmington meetings.

• on other Meetings Coordinating Committee (MCC) issues:

* the MCC will hold a special meeting in March to review amendments to the Meetings Handbook; and

* a survey will be taken of the MARAC membership in regard to meeting-related issues.

Steering Committee also:

• received the first quarter report of the MARAC treasurer for fiscal year 1995/96 that income from dues is at 67% which is typical for this point in the year, that income from publications is at less than 25%, that bank interest is high because interest rates are still increasing, that conference income is at 0 because income from Baltimore was received last fiscal year

when it normally would have arrived during the first quarter of this year, that the miscellaneous income is from the sale of MARAC t-shirts, that expenditures so far are lower in general than was projected, that to date we have a net income but that is likely to change as the year progresses, and that we expect to have less surplus income this year than has been the case in the past one or two years;

• received the report of the MARAC administrator that membership is currently 1195, that to date almost 80% of MARAC individual members have renewed which is higher than last year's figure, that final renewal notices went out in early December, and that the database will be purged of non-renewers on February 16;

• received the report of the MARAC archivist that he has accessioned the records of former MARAC Chair Karl Niederer and that there will be a tour of the MARAC birthplace at the College Park meeting;

• received the report of the Education Committee that the Committee has received two applications for scholarships and that the Committee is still disappointed with the response, that the workshop roster has been posted on the Archives and Conserv listservs and will be printed in the winter MAA, that the Committee requests that the MARAC treasurer provide a detailed account of scholarship funds dispersed after each meeting so that there will be an equitable distribution of funds, that there is still a problem with the recording of attendance at conference workshops, and that the Oral History Association has asked MARAC to co-sponsor a workshop on caring for oral history materials but that MARAC must decline the request;

• received the report of the Nominations and Elections Committee that the ballot is nearly complete and will be mailed out March 1, that completion of the database of past officers and a committee roster would have aided the Committee's progress tremendously, that the Strategic Planning Committee should consider the work load of the treasurer, and that the Steering Committee should examine the bylaws to determine whether the term of service on the Nominating Committee should be changed to a two-year term;

• received the report of the Membership Development Committee that the Committee still needs two new members and hopes to fill these slots with persons from outside the Washington, DC, area, that the mentoring program has received three applications for mentors but none for mentees and that the Committee will work with caucus chairs to assign mentors to mentees, that five mentees are still on the waiting list (one from New York, one from Washington, one from southern Maryland, one from Pittsburgh, and one from northern Virginia), and that Jim Cassedy, recruitment coordinator, is in the process of using the list of names from the SAA directory of SAA members in the MARAC region who are not MARAC members to send out recruitment letters;

• received the report of the Publications Committee that Technical Leaflets Series Editor Kathy Jacob is moving out of the region after the Spring 1996 meeting and will resign her committee position, that no new proposals for technical leaflets have been received, that reorganization of the Committee is still under consideration, that there is still a vacancy on the Committee, and that the new MAA editor, Dick Wood, needs copy and an associate editor, and that the next deadline for the MAA is March 1;

• received the report of the Outreach Committee that no nominations have been received for the Distinguished Member Award or for Service Awards, that the Committee needs a calligrapher to inscribe certificates, that the Committee still hopes to produce a poster by Archives Week and that photographs are still needed, and that a sub-committee is working on a technical leaflet on how to do outreach, particularly Archives Week;

• received the report of the Finding Aids Award Committee that seven submissions have been received for the 1995 award, that the Committee will meet in mid-March to select the winners, that two Committee members have cycled off and two new ones have cycled on, and that the Committee still needs to obtain documentation from the MARAC archives in order to see what the Committee used to do in regard to offering separate awards for large and small institutions;

• received the report of the MARAC Liaison to the National Coordinating Committee for the Promotion of History (NCCPH) that Page Miller has done a tremendous job in staying on top of an enormously complex situation in Washington, that the Committee is now concentrating on the lobbying bill, which would not affect MARAC but does affect other organizations in the NCCPH, that the IRS historian has resigned over IRS methods of keeping records, and that no letters have yet been requested from organizations in response to the copyright legislation;

• received the report of the Strategic Planning Committee that the Committee has met twice and is looking in general at possible restructuring of some MARAC activities necessitated by the organization's growth, concentrating on MARAC's central mission of education and professional development, MARAC's identity as a participatory organization that is accessible, informal and friendly, and the need for effective administrative services, and that the Committee hopes to issue a final report in the spring; and

• changed the starting time for the winter and summer Steering Committee meetings to 11:00.

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The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the individual states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation among individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at $15 per year) and membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: dxs@psulias.psu.ed. Send material for *maa* publication to: Richard E. Wood, Archival Projects Branch (NNTA-S), National Archives at College Park, 8601 Adelphi Rd., College Park, MD 20740-6001, Tel. (301) 713-7159, Fax (301) 713-6908, Electronic Mail: dick.wood@arch2.nara.gov. Deadlines are the first of March, June, September and December.

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